**Supporting staff**

**Application/Nomination for the Certificate of Appreciation of ICAR-Sugarcane Breeding Institute, Coimbatore**

|  |
| --- |
| **Period: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_\_**Whether Awarded Earlier: Yes or NoIf Yes, year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Submit five copies |

1. Name : \_\_\_\_\_\_\_\_\_\_\_\_\_

2. Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Education Qualification : \_\_\_\_\_\_\_\_\_\_\_\_\_

4. Division/Section : \_\_\_\_\_\_\_\_\_\_\_\_\_

5. Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_

6. Date of joining the Institute : \_\_\_\_\_\_\_\_\_\_\_

7 Date of joining in the post of (Specify): \_\_\_\_\_\_\_\_\_\_\_

8 Date of completion of 5 years : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 In the institute

11(A) Highlight Significant Contributions:

During last five years

 Period, in not exceeding one page: **\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **1** | **Punctuality (supported by evidence from ABAES)**1. Maintained right office timings for 95 percent of the days in preceding five years( 5 marks)
2. Five mark for each year with minimum of 90 percent attendance
3. Number of days attended special works in Public holidays. (One mark for each holiday work attended).

In case of AEBAS system could not be sourced marks for punctuality will be allotted by the reporting officer. | **15.00** |
| **2** | **APAR Rating for preceding five years** | **15.00** |
| **3** | **Discipline and Sincerity**(A confidential rating from the reporting officer in five point sale will be obtained by the award committee)1. Reporting officer will assign a minimum of 1 mark to a maximum of 7.5 marks for over all discipline showed by the applicant /nominee.
2. Reporting officer will assigna minimum of 1 mark to a maximum of 7.5 marks for sincerity of the applicant /nominee.

(Total score is sum of a and b) | **15.00** |
| **4** | **Maintenance of cleanliness** of work place, arrangement of things before and after the work and before leaving the work place, maintenance of neatness of work place, lab, staff room, utensils, equipment, etc.(Reporting officer will assign a minimum of 1 mark to a maximum of 10 marks for the overall performance in maintaining the cleanliness in work place by the applicant /nominee). | **10.00** |
| **5** | **Behavioural dimensions** like interpersonal skills, personal grooming (like regular wearing of uniform, neatness and personal hygiene), attitude, aptitude and cooperation. (Reporting officer will assign a minimum of 1 mark to a maximum of 10 marks for the overall performance in maintaining the cleanliness in work place by the applicant /nominee). | **10.00** |
| **6** | **Assistance rendered in the institution building** activities other than regular duty place work.(during organising of functions, celebrations, meetings etc.) | 10.00 |
| **7** | **Leadership qualities** like membership in official committees, participation in various activities/events organised during sports, OL, other institutecelebrations, awards/prizes won during sports events, etc. (and any other suitable activity work considered by the nominee or the applicant)(Three marks for each activity wherein the staff has shown her/his leadership qualities)  | **10.00** |
| 8 | **Impression of Reporting Officer** | **10.00** |
| **9** | **Impression of Director** | **05.00** |
| **10** | **Total** | **100.00** |

**Date: Signature of Applicant**

 **Signature of Nominating officer**

**Certificate to be filled in by the Head of the Division/Section**

1. Verified that the information furnished by the Staff/nominating officer with regard to particulars mentioned in the application/nomination form are correct.
2. Shri ……………………………………………… is clear from vigilance angle.
3. No minor / major penalty has been imposed on him / her during the said assessment period.
4. AAR grading for the assessment period are given below

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Period |  |  |  |  |  |  |  |  |
| Grading by the Reviewing Officer |  |  |  |  |  |  |  |  |

**SIGNATURE OF THE HEAD OF THE DIVISION**